

**Continuing Education Rules and Regulations
of the Arkansas State Board of
Embalmers and Funeral Directors**

The following regulation is adopted pursuant to the authority granted to the Arkansas State Board of Embalmers and Funeral Directors in ACA 17-29-209.

PURPOSE: To serve the public interest in part by assuring that funeral service professionals are required to stay abreast of changes in a rapidly changing field. The profession as a whole benefits when public confidence in the industry is secure. Including continuing education as a requirement for license renewal enhances the importance of education in the advancement of the licensee and the funeral service profession.

The effective date is October 1, 1995.

I. Definitions

A. Embalmers Qualifications

Every Licensed embalmer who desires to be actively engaged in the practice of embalming in Arkansas shall submit with the renewal application evidence of satisfactory completion of a program of continuing education required by the board.

Every licensed embalmer who is not actively engaged in the practice of embalming in the state of Arkansas shall be exempt from the continuing education requirements set forth in the subsection of this section. If the person becomes engaged in the active practice of embalming, such people shall within the first full year after becoming engaged in active practice of embalming meet the continuing education requirements specified by the board.

B. Funeral Directors Qualifications

Every licensed funeral director who desires to be actively engaged in the practice of funeral directing in Arkansas shall submit with the renewal application evidence of satisfactory completion of a program of continuing education required by the board.

Every licensed funeral director who is not actively engaged in the practice of funeral directing in the state shall be exempt from the continuing education requirements set forth in the subsection of this section. If the person becomes engaged in the active practice of funeral directing, such people shall within the first full year after becoming engaged in the active practice meet the continuing education requirements specified by the board.

C. Dual License Qualifications

Every licensee holding both a Funeral Director and Embalmers license who desires to be actively engaged in the practice of either or both arts shall submit with the renewal

application evidence of satisfactory completion of a program of continuing education required by the board. A total of eight (8) hours is required.

D. Actively Engaged

E. Actively engaged is defined as: Embalming, arranging, or conducting funerals.

E. Licensee Not Actively Engaged In The State

Every licensee who is not actively engaged in the practice of embalming or funeral directing in the state of Arkansas shall be exempt from the continuing education requirement. If the person becomes engaged in the active practice of embalming and funeral directing, such people shall within the first full year after becoming engaged in the active practice meet the continuing education requirements specified by the board.

F. Aged Licenses

Licensees age 65 or above and who have had their licenses for 20 consecutive years or licensees who have been granted a Lifetime License are not required to meet the continuing education requirements.

G. Out of State Licensee

Every licensee who holds a valid Arkansas license but lives out of the state of Arkansas and are not actively engaged in funeral directing and embalming in this state, are not required to meet the continuing education requirements.

H. Continuing Education Requirements

Every active licensee in this state shall submit with the license renewal application, satisfactory proof of completion of a minimum of eight (8) hours per year of continuing education work approved by the board.

II. Continuing Education (License Requirements and Exemptions)

A. The board shall have the power to excuse licensees from the continuing education requirements as set forth in these rules and regulations.

B. Except as provided in subsection (f), each licensee residing in the state of Arkansas shall submit with the license renewal application, satisfactory proof of completion of a minimum of eight (8) hours of continuing education course work approved by the board. Compliance with this continuing education shall be required for a license renewal.

C. Continuing education credit(s) may be obtained by attending and participating in continuing education courses or workshops previously accredited by the board or which otherwise meet the requirements stated in these rules and are approved by the board. This includes CE credits approved by other states.

D. While an organization, educational institution, or person is an accredited sponsor, all continuing education programs of the organization, educational institution, or person, shall be subject to approval by the board. Each organization, educational institution, or person shall upon

completion of an application and a fee set by the board, be notified of the approval or disapproval of the course a minimum of thirty (30) days before the courses are offered.

E. No more than four (4) continuing education hours can be carried over from one licensing year to the next.

F. Continuing education requirements for individuals newly licensed by examination before this board shall be waived for the first time renewal of a license.

G. Continuing education requirements for individuals coming before this board for a reciprocal license from another state to become engaged in funeral directing or embalming in Arkansas, shall be waived for the first time renewal of a license.

H. No more than two hours shall be granted for a video or audio tape series per license year.

I. Continuing education credits shall be granted for any community college, junior college or four-year university course relating to and approved by the board for the continuing education requirements. Each applicant for such a course shall also supply the board a certificate of completion, the completed grade, and the number of hours received in such a course accredited by the college or university.

J. **Serious Illness or Disability**

Any licensee with a serious illness or disability shall (1) notify the board in writing of any such serious illness or disability along with a documented statement from a personal physician to that illness and disability, to apply for exemption on a year by year basis from the board. (2) The board shall have the power to review the letters of exemption of these continuing education requirements on a case by case basis.

K. **Who Cannot Be Excused**

Any licensee who is actively engaged in the practice of funeral directing or embalming cannot be excused by the illness or disability provision set forth in these rules.

III. Continuing Education Seminars

A. **Standards For Approval**

(1) A continuing education course or workshop shall be qualified for approval if the board decides that it:

(a) Constitutes an organized program of learning, including a symposium, which contributes directly to the professional competency of the licensee;

(b) is related to the practice of mortuary science;

(c) is conducted by individuals considered experts in the subject matter of the program by reason of education, training or experience, and;

(d) is accompanied by a paper, manual or written outline which substantially describes the subject matter of the program.

B. **Credit Hours Explained**

(1) Except as may be allowed by the board, a licensee

shall not receive credit exceeding two hours of the annual total required hours for:

- (a) correspondence work;
 - (b) video, sound-recorded or television programs,
- or;
- (c) information transmitted by other similar means as authorized by the board.

C. Licensee Who Conducts Seminars

Any licensee in Arkansas who serves as a lecturer or discussion leader shall be included to the extent that it contributes to the professional competence of the applicant. Repetitious presentations shall not be counted. Not more than twenty-five percent (25%) of the total required continuing education hours may be satisfied in this manner.

D. Sponsorship of Seminars

Any organization, supplier, group or corporation wishing to hold seminars, symposiums, or other meetings with employees or other licensees shall:

(a) Submit to the board no less than sixty (60) days from the planned event an application supplied by the board outlining the event, speaker and course description.

(b) An application fee of one hundred dollars (\$100.00) shall be paid to the board for the event, seminar or symposium. Multiple events, seminars and symposiums held at the same location while by the initial sponsor making application will be considered as the same.

(c) Following a seminar approved by the board, sponsors must within thirty (30) days complete and submit all paperwork required by the board with the following information: Name of person attending, license number, date of attendance, and hours completed.

E. Board Sponsored Seminars

1. The board may quarterly supply each licensee with a written list of accepted video, audio, tele-conferences, community college and university class offering, correspondence courses, and all known scheduled courses approved by the board that are available to licensees. This list shall include course offerings not only in Arkansas but other states as deemed necessary by the board to make available to its licensees as wide a variety of courses and offerings as possible.

2. Twice each year, at the April and October license examinations, the board may make available to licensees a morning and afternoon session which shall constitute no more than four (4) hours of continuing education credits per session towards the eight (8) hours of continuing education requirements. Each year the board may make this program available to licensees by written registration and an applicable fee as set to cover expenses of these events. Written evidence of attendance shall be issued by the board at these events to meet the requirements as set forth by the board.

F. Professionally Recognized Organizations

Organizations exempt from the registration fee for courses offered to licensees in the continuing education requirement are:

- (1) The National Funeral Director's Association (NFDA).
- (2) The National Selected Morticians (NSM).
- (3) The Order of the Golden Rule (OGR).
- (4) The Tri-State Funeral Directors meeting held jointly by the states of Arkansas, Mississippi and Louisiana.
- (5) The National Funeral Directors and Morticians Association (NFD&MA).
- (6) The National Foundation of Funeral Service.
- (7) Accredited College(s) of Mortuary Science.
- (8) Any educational institution licensed by the State Board of Higher Education in Arkansas.
- (9) Preferred Funeral Directors International (PFDI).
- (10) The Academy of Professional Funeral Service Practice.
- (11) The Arkansas Funeral Directors Association (AFDA).
- (12) The Arkansas Funeral Directors and Morticians Association (AFD&MA).
- (13) Quad State Funeral Directors and Morticians Association.
- (14) Any Academy approved CE unit.

G. Regionally Recognized Organizations

The following regional associations are exempt from the one hundred dollar (\$100.00) application fee:

- (1) Northeast Arkansas Funeral Directors
- (2) Northwest Arkansas Funeral Directors
- (3) Central Arkansas Funeral Directors
- (4) Southeast Arkansas Funeral Directors
- (5) Southwest Arkansas Funeral Directors

This exemption applies only if the regional association first submits its application to AFDA and then AFDA will submit to the board.

IV. Post Approval and Review.

Each continuing education course or workshop already approved by the board may be monitored or reviewed by the board, and upon evidence of significant variation in the program presented from the program application submitted and approved by the board, all or any part of the approved hours granted the program may be disapproved.

Board members and board employees shall be admitted to any scheduled seminar, session, or event approved for continuing education credits at no charge for the sole intent and purpose to monitor the licensees present and the content of the course. Board members and its employees, however, cannot claim any course credit for such meetings where they served as monitors of the licensing requirement. Any sponsor of a course held out for the funeral directors or embalmers of this state shall not deny any board member or board employee access to the courses or significant paperwork as to attendance or course matter when requested.

A. Committee to Oversee Continuing Education

1. The board shall be empowered under the continuing education rules to appoint a committee from itself or its membership to oversee the application process and also appoint monitors if it so desires.

2. In the event of a denial, in whole or in part, of any application for accreditation or approval of a continuing education course or workshop, the applicant or licensee shall have a right to a hearing before the continuing education committee of the board. If dissatisfied with the ruling of the committee, the applicant or licensee may appeal to the full board.

V. Renewals.

Prior to December 31, 1997, and each December thereafter, each applicant for renewal of a funeral director or embalmers license in Arkansas, shall by return mail return the renewal fee accompanied by written proof of each continuing education course(s) the person has attended during the year. No applications for renewal will be considered without complete documentation of the continuing education hours and the renewal fee.

Any applicant not meeting the requirements set forth in I-H shall be notified by the board of their deficient status.

The licensee has ten (10) days to reply to the board in writing. No license will be issued by the board until the dispute is settled.

VI. Disciplinary Action

1. Any licensed funeral director or embalmer not meeting the continuing education requirements shall not be licensed by the board.

2. Any licensee providing continuing education unit proof, but not having paid the license renewal fee, shall not be licensed by the board.

3. Any licensee who has been found to have submitted credits for continuing education hours but has not attended or did not complete shall be subject to discipline by the board.

4. Any sponsor, individual, corporation or agency having board approval to hold continuing education courses, but found to have committed fraud or inaccurate filings of persons not in attendance or persons not having completed course work, but found on the paperwork of the board as having done so, shall be subject to discipline by the board.